



# PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



## NOTICE OF VACANCY

**POSITION TITLE:** Auditor

**ANNOUNCEMENT #:** MP-11-0076-DM

**DIVISION:** Fiscal Service

**LOCATION:** Portland, PVAMC

**SERIES & SALARY RANGE:** GS - 0511- 11, \$60,520 - \$78,674

**OPEN DATE:** 02/18/2011

**CLOSE DATE:** 03/07/2011

**NUMBER OF VACANCIES:** 1

**POSITION INFORMATION:** Permanent, Full-time, M-F

**WHO MAY APPLY:**

- Portland VA Medical Center career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement. (See conditions of employment).

**BARGAINING UNIT POSITION:** Yes

**MAJOR DUTIES:** Participates in developing evaluation plans, objectives, methods, staffing requirements, and time schedules. Prepares the development of Accounting Sections Quality Assurance Monitors/Indicators and evaluates the compliance. The incumbent manages and directs activities of financial control of suspense items required by the VISN. This position requires business practices in finance. The Incumbent is responsible for a wide range of assignments and oversight including financial integrity, fiscal compliance and functional reviews. The position will provide oversight over the finance, general post fund, and suspense request; and serves as an important liaison to the VISN, and external auditors. The incumbent Researches applicable directives, laws, regulations, or any other published information that pertains to the agency/department or programs to be evaluated. Gathers, analyses, and interprets data and determines the evidence that will be used to support conclusions and recommendations. The incumbent drafts reports of audit, including findings and recommendations, for the signature of the division officer or that which will be submitted to interested officials and Agency Head. Required to make oral briefings on the results of evaluations and recommends program areas that should be evaluated, drafts suggested plans, objectives, scope and techniques for those evaluations.

**QUALIFICATIONS:**

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0511. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.
- **General Experience:** Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study or specific course requirements generally as stated in paragraph A in the individual occupational requirements. Where specific course requirements are not indicated in paragraph A, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If this number cannot be obtained, 24 semester hours will be considered as equivalent to a major field of study. The nature and quality of this required course work must have been such that it would serve as a prerequisite for more advanced study in the field or subject-matter area. Related course work generally refers to courses that may be accepted as part of the program major.
- **Specialized Experience:** At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; Knowledge of accounting, skill in the operation of several accounting systems and their accounting procedures and techniques. Knowledge to conduct an entire evaluation of a wide range of government functions, programs and policies.
- **Substitution of Education for Experience:** Master's or equivalent graduate degree, this education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at

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least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.

### - Basis for Rating: Knowledge, Skills and Abilities

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Ability to prepare written material in a clear, concise, and effective manner; to conduct interviews to give or receive information and to persuade; to participate in or to lead conferences; and to make oral presentations.
2. Knowledge of accounting, auditing, and control systems to assess the amount and appropriateness of costs and compliance.
3. Skill in the operation of several accounting systems and their accounting procedures and techniques.
4. Knowledge to conduct an entire evaluation of a wide range of government functions, programs and policies.

### CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A pre-employment physical examination may be required for an applicant who is tentatively selected.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

#### Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 03/14/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 03/14/2011)
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

#### All application packets must be received in Human Resources by Close of Business (COB) on 03/07/2011

- Applications may be emailed to: [PortlandVAJobs@va.gov](mailto:PortlandVAJobs@va.gov) Subject: MP-11-0076-DM
- Received by Fax to: 503.273.5029, ATTN: MP-11-0076-DM
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0076-DM
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

**Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).**

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